School User

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Finding Student Screen

The **Find Student** screen is used to search and locate any school student existing in the VIIS system using predetermined sets of search criteria.

There are two main sections used in the **Find Student** screen.
- Functionality
- Search Results

Functionality – Search Criteria
Listed below are the main items used to search for a student in VIIS.
- Student Name Search
- Mother's Name Search
- Birth Date Search
- Gender Search
- Phone Number Search

- **Student Name Search**
  In order to locate a student in VIIS using his or her name, a certain portion of each of the student's Last Name and First Name must be entered into the respective information fields as described below. Middle Name can also be used but only along with last or first name or both.

  Last Name - At a minimum, the first three characters of the student's last name must be entered. The system will then search the entire database for possible matches employing the search information entered.

  A search can be executed using less than three characters for the Last Name. In this case, the system will search the database only for students whose Last Name *exactly* matches the search information entered for Last Name.

  First Name - At a minimum, the first two characters of the student's first name must be entered.

  Middle Name - There is no minimum character entry for the middle name field. The middle name is only functional when used in conjunction with the student's last or first name or both.

  Notes: For quicker, more precise searches, entire Last Names and First Names should be used whenever available. The middle name will not function if used with any criteria other than first and last name, for example the birth date.

Searches executed using very general search criteria information may cause the search engine to hit the threshold limit of 75. The system will then notify you to enter more criteria for the search.

- **Mothers Name Search**
  In order to locate a student in VIIS using his or her Mother's Maiden Name, a certain portion of each of the Mother's Maiden Last Name and Mother's First Name must be entered into the respective information fields as described below.

  Mother's Maiden Last - At a minimum, the first three characters of the Mother's Maiden Last name must be entered.

  Mother's First Name - At a minimum, the first two characters of the Mother's First Name must be entered.

  Notes: The Mother's Name Search can be used independently or in conjunction with the Student Name Search. It is recommended this search only be used when incorporating at least one other set of search criteria, as system performance will suffer severely when using it by itself. If a Student Name Search is being executed then some portion of the Mother's Maiden Last, Mother's First Name, or both may be filled in along with the student name search information.

- **Birth Date Search**
  In order to locate a student in VIIS using his or her Birth Date, the criteria must be entered as described below.

  Birth Date - A valid date between 01/01/1880 and the current date, in the format MM/DD/CCYY, must be entered.

  Notes: The search engine will return all students whose corresponding birth dates *exactly* match the date entered. The Birth Date Search can be used independently, but is recommended that it only be used in conjunction with at least one other set of search criteria, such as Last Name. Typically there may be hundreds of students born on that particular day which will cause the search engine to hit the threshold limit.

- **Gender Search**
  The Gender Search can only be used in helping to locate a student in VIIS when used in conjunction with one or more other set(s) of search criteria.

Gender - Select one of the three radio buttons, 'M' for male, 'F' for female, or 'N/A' for not available.

Notes: If nothing is selected, the Gender Search will always default to 'N/A'. The search engine will then execute its search using any other search criteria entered, independent of any student's gender in the system. The N/A selection can also be used to search for students who have no specific gender selected, which would mean they have 'Unknown' selected as their gender.

- **Phone Number Search**
  In order to locate a student in VIIS using his or her Responsible Person's Phone Number, the criteria must be entered as described below.

  Phone Number - A valid seven-digit Phone Number must be entered, broken down by the second and third information fields after Phone.

  Notes: The search engine will only return students whose corresponding Responsible Person's Phone Number *exactly* matches the Phone Number entered. An Area Code can be entered in the first information field after Phone as an additional means to narrow the search, but is never required. The Phone Number Search can be used independently or in conjunction with other search criteria.

Once you have entered all your criteria for the search, click on the button to execute the search. Results are described below.

Search Results

- **Exact Student Match**
  An Exact Student Match means the search engine returned only one student. When this occurs, the **Student Immunization History** screen is then displayed containing all of the relevant information regarding the student found. An Exact Student Match will usually occur when the search criteria entered contains information inherently specific to a particular student.

  List of Possible Matches

  A List of Possible Matches means the search engine returned more than one, and less than or equal to 75, possible student matches.

  All possible student matches returned are then displayed in a table. The student result table is sorted alphabetically by Last

Name. Other relevant information is also included in the table for each student.

Using the information displayed for each of the students in the table, the student can be selected by clicking on the Last Name. The **Student Immunization History** screen is then displayed containing all relevant information regarding the student selected.

- **Threshold Limit**

  When the search engine is executing a search in the database, it begins to accumulate students in memory who are to be considered as possible matches from the search criteria entered. If the number of students exceeds 75 available matches, then no students will be listed for further selection. Instead, the following message will display:

  "XX students were found. Please refine your search criteria to limit your student list."
  (Where XX is the total number of possible students found in the search.)

  This threshold limit occurs to restrict the extremely long lists of possible students to choose from.

  In the event a threshold limit is encountered while executing a student search, the scope of the search must be narrowed. Revisit the search criterion that was previously used, and add additional information available for the student. Be sure to observe the search criteria restrictions listed above in the Functionality - Search Criteria section.

Student Immunization History Screen

The **Student Immunization History** screen displays a student's immunization history and provides immunization recommendations based on the assigned tracking schedule. From this screen, you are also able to select and add the student to a specific student list. This will allow you to run reports for that student.

There are three main sections used in the Student Immunization History screen.

- o Student Information
- o Student Immunization History
- o Recommended Vaccinations

Student Information

The **Student Immunization History** screen displays a student information header at the top of the page. This header includes student name, selected tracking schedule, as well as other student-distinct information.

One main piece of functionality in this section is the 'Add to Report List' drop down box. With this drop down box you can select a list you want your student to be added to so you can run a report for that student. Here is what the drop down box looks like:

To add the student to a list click on the drop down box, then select your list from the available options. Then click the Add this student to a Report List link. A message will display saying 'Student has been added to the selected list'.

Note - Once a student has been added to a list the student cannot be added to the same list again until removed from that list. The student can however be added to more than one list.

The information contained in the header can also be used to confirm that you have located the correct student when you were brought to the Student Immunization History screen following a student search on the Find Student screen.

Student Immunization History

The **Student Immunization History** table lists all vaccinations the selected student has received to date. Immunizations listed in the

table are ordered alphabetically first, then by 'Date Administered'. The table columns are defined as follows:

Vaccine Group -This column lists the vaccine group name for each immunization received.

Date Administered - This column gives the actual day the student was given the vaccine.

Series - Validates vaccine administration per the CDC/ACIP schedule and denotes the sequence number within the immunization series.

Trade Name - This column displays the trade name of the vaccination received.

Note - The student's age shows in a solid blue field between the student immunization history and before the recommendations. Here is an example of what it looks like:

Recommended Vaccinations

The recommended vaccinations and corresponding dates for the selected student reside in a table titled 'Vaccines recommended By Selected Tracking Schedule' at the top of the table. The vaccine group list appearing in this table represents all vaccinations included in the tracking schedule assigned to this student. The table columns are defined as follows:

Vaccine Group - This column gives the vaccine group name.

Earliest Date - This column displays dates which note the earliest date the student could receive the corresponding immunization.

Recommended Date - This column displays dates which note the date that the student is recommended to receive the corresponding immunization.

Overdue Date - This column displays dates which note the date that the student is past due for the corresponding immunization.

The dates found in the **Vaccines Recommended by Selected Tracking Schedule** table can be shaded with color for emphasis. The colors applied to the dates within the columns are defined as follows:

Yellow will only be applied to those dates in the **Earliest Date** column. Yellow shading indicates that today's date is equal to or past the earliest date, and is before the recommended date. Therefore, the student could receive the immunization now.

The color green will only be applied to those dates in the **Recommended Date** column. Green shading indicates that today's date is equal to or past the recommended date, and is before the overdue date. Therefore the immunization is recommended to be administered now.

The color blue will only be applied to those dates in the **Overdue Date** column. Blue shading indicates that today's date is equal to or past the overdue date and before the latest date. Therefore the patient is overdue for the immunization and should receive it as soon as possible.

Maximum Age Exceeded

Reflects whether a student has exceeded the maximum age to receive a specific vaccine. For instance, if a student has already reached the age of 5 and hasn't completed the Pneumococcal series, then the recommendation for Pneumococcal at the bottom of the student immunization history will show "Maximum Age Exceeded".

Maximum Doses Met Or Exceeded For Vaccine Group

Indicates the maximum number of doses that can be administered for the specified vaccine series.

Completed Early

Indicates that per the age of the student at the time the vaccines were administered the student has completed the series early

Complete

The pink shading will only be applied to an immunization series that has been completed according to the CDC/ACIP schedule. The pink shading will span across all columns in the table.

Information about printing an immunization record

The **Student Immunization History** screen displays the information held in the VIIS database for the selected student. It is possible to print this screen, but if you do print screens, please note the following:

The Printer Icon or File>Print in the browser isn't a VIIS system function, but rather a function of Internet Explorer and Netscape.

Due to security issues, to correctly print the screen simply follow the steps below:

1. Click on File>Page Setup
2. In Internet Explorer look at the 'Footer' section of 'Headers and Footers', remove any entry or "code" in the 'Footer' field.
3. In Netscape look at the Header section, remove the checkmarks for "Document Title" and "Document Location (URL)".
4. Click Ok. Now you are ready to print.
5. Open up the Student record you want to print, click on the Print button in VIIS (under the Add button).

6. Once the record comes up in the print window, click on the print icon or File>Print in your browser.

Note - This setting should remain on your computer but you may have to change it on others.

Manage List Screen

The **Manage List** screen is used to create new and manage existing school user student list(s) to be used for reporting purposes. A maximum of ten lists can be created by each school. This is noted at the top of the screen.

There are two main sections used in the Manage List screen.
- Manage List
- Report List

Manage List

This section is used to add on new list names that are to be assigned to specific students on the Student Immunization History screen. The 'New List Name' text field is displayed, you can enter in a new name and save it as a new list for use with reporting.

Report List

This section displays a table of all lists added on by the school in alphabetical order. Information contained within the table is described below.

List Name - This column displays the name given to the list by the creator of the list. If you click on the name you can view a detailed display of your students within the list on the Detail List screen.

Last Updated Date - This column displays the date the list was last updated.

Student Count - This column denotes the count of students within the particular list. The count is determined by how many students you have assigned to that list.

Delete - This column displays a delete button for each list. If you click on the delete button you can delete the desired list.

Note - Once you delete a list you cannot reverse the deletion, in other words if you make a mistake you will have to add all your students back on. Deleting a list removes all students from the list. There is no way to recover a deleted list!

Functionality
Entering a new student list.
1. To add a new list begin by entering in a name for your list in the 'New List Name' text field.
2. Next click the Save button and the list will be added.
3. The message will appear at the top, "The list has been created successfully."

Opening the Report/Student List Screen.

1. Click on a list name for the list you wish to view.

2. You will be taken to the Report/Student List screen where you can view your student list. Further explanation can be found on the Report/Student List page.

Removing a list.

1. Click on the Delete button to the right of the list.

2. When the Delete button is clicked you will be given a prompt "Are you sure you want to delete this list?" Your option is either Ok or Cancel.

3. Clicking on Ok will delete the list and remove it from the Manage List screen. Clicking Cancel will cancel the delete and return you to the Manage List screen.

Button and Link Functionality
- List Name Link - Clicking on a list name will open the **Detail List** screen for that list. Here you can view the student's that have been added to the list and run reports. Further functionality associated with your list reports is explained on the **Detail List** screen.
- The Save button is used for adding a new list for your students. To add on a new list begin by entering in a name for your list in the 'New List Name' text field. Next click the Save button and the list will be added. The message will appear at the top, "The list has been created successfully."
- Each list can be deleted by clicking on the Delete to the right of the list. When the Delete button is clicked you will be given a prompt "Are you sure you want to delete this list?". Your option is either Ok or Cancel. Clicking on Ok will delete the list and remove it from the Manage List screen. Clicking Cancel will cancel the delete and return you to the **Manage List** screen.

Report Student List Screen

The **Report/Student List** screen is used to view students added to your school list, and run reports for the students in the list. You can also view a student's history and remove a student from your list.

There are two main sections used in the **Report/Student List** screen.

- Student List
- Reports Available for School

Student List

This section is for viewing student immunization history, and to remove a student from your list if you wish to do so. Information contained within the student list table is described below.

> *Delete:* If you wish to remove a student from your list you use the Delete column to do so. Place a checkmark in the box beside the student(s) you wish to remove. You can remove as many students as you like at one time by checking multiple students. Next click on the Delete button. Your selected student(s) should then be removed.

> *Last Name:* This is the last name for the student. It is also used as a link back to the **Student Immunization History** screen. Click on this link and you will be taken to the history screen for the student.

> *First Name:* This field displays the first name for the student.

> *Middle Name:* This field displays the middle name for the student.

> *Birth Date:* This field displays the date of birth for the student.

Reports Available for Schools

This section provides three reports for your students within the list. The different reports are explained in detail below.

Student List - This report displays the name and date of birth for each student on the list sorted alphabetically by last name.

Student Immunization History List - This report displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.

Important Note –
When requesting the immunization due report you will be taken to a screen where you can enter in criteria used for the report. The criteria for this report is explained below.

Selecting Vaccine Groups Choosing vaccine groups allows you to single out any given vaccines within the selected tracking schedule. If the student is overdue for any of the selected vaccine groups according to the selected tracking schedule, then he or she will be included in the school report outcome, given all other report criteria is met.

1. Within the *'Select the Vaccine Group(s)'* section, select the **'Use All Vaccine Groups'** option, or select the**' Use Vaccine Groups Selected'** option.
2. If the 'Use vaccine Groups Selected' option is selected, choose the vaccine groups to include.

Scroll though the vaccine group list and either double click on the desired vaccine group name, or click on the vaccine group name and then click the **Add** button. All selected vaccine groups will appear in the right list box in green font.

3. To remove any vaccine groups from the report criteria, either double-click the selected vaccine group name in the right list box, or click on the selected vaccine selected vaccine group name from the right list box and then click the Remove button.

Selecting Dates
Date criteria can be entered as a Target Date Range as described below.

Target Date Range
When these dates are specified, the report will only return those student's that were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered.

Enter the Target Date Range in the From and To text boxes in the format M/DD/CCYY, or click on the calendar icon to set the date.

For either date range, the From date, To date, or both dates can be left unspecified, described as follows:

If the To date is unspecified for the Target Date Range, the report date range will include the From date up to and including today's date.

Immunization Due - This report displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. ***Important Note***

Functionality

Generating a report for your student list.
1. Click on the report name for the report you want to run.
2. You will be taken to the **Check School Report** screen where you can view the status of your report selection. **Note** - *The student list report will open directly without having to go through the status screen.*

Viewing a student's immunization history.
1. Click on the last name for the student's history you want to view.
2. The **Student Immunization History** screen will open displaying the history.

Removing a student from your list.
1. Place a checkmark in the delete column next to the student you wish to remove. **Remember:** *you can select and delete multiple students at one time.*
2. Click on the Delete button and you will be prompted with a confirmation to delete.
3. Once you have confirmed a message will display: "**The list has been updated successfully.**" and your student(s) should be removed.

Button and Link Functionality
- Student Last Name Link - Clicking on a student's last name will open the immunization history screen for that student.

- The Delete button is used to delete student(s) from your list. Select the student(s) you want to delete, then click the Delete button.

- Clicking on the Cancel button will not save anything changed and will take you back to the **Manage List** screen.

Check School Report Screen

The **Check School Report** screen is used to display and/or determine the status of a report request. The screen is separated into two sections.

- School Report Job Status
- School Report Status

School Report Job Status
This section displays date and time a report was started and completed, the overall status in percentage, the number of students returned, and the target date range if one was specified. **Note 1**

School Report Status
This section display's reports generated from the Report/Student List screen. It contains the name of the report (i.e. History Report 06-27-2002 09:42:55), the type of report, the date and time the report was requested, what time it started, and the status. Your reports will be listed here sorted by time generated with the latest report at the top. **Note 2**

To get the latest update on all the requests listed in the table, click on the button. This will get the most current status for each request from the VIIS database. **Note 3**

As soon as the report name appears as a hyperlink or the 'Status' displays 'Ready', it has completed processing and is ready for viewing. To view the report, simply click on the desired report name hyperlink. (This process can also take some time depending on the size of the report) The selected report will automatically be displayed using the Adobe Acrobat Reader. If there is a problem viewing your report please contact the VIIS Help Desk.

At any time, click the button to return to the screen you were previously on.

- If both dates are left unspecified for the Target Date Range, then today's date will be entered for both From and To.

Note 1 - You can only ever have one job listed in this section. There is no functionality with the job listing other than to display the status of your report. Once you run a new report your previous job will be erased and the *new one will take its place*

Note 2 - Based upon your report selection (student immunization history list or immunization due), you will see the status for that report in the top section. If the report returned with at least one student it will then place a link below corresponding to the report you selected.

Note 3 - You do not have to remain on this screen while the reports are running. You can query more students through the Find Student screen or manage your list through the Manage List screen. To get back 'check to the status screen for your reports click on the school report' link in the menu panel on your left.